

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

MCA (2019 Batch) (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : MCA-105

M.Code : 26046

Time : 3 Hrs.

Max. Marks : 100

INSTRUCTION TO CANDIDATES :

1. SECTIONS-A, B, C & D contains TWO questions each carrying TWENTY marks each and students have to attempt any ONE question from each SECTION.
2. SECTION-E is COMPULSORY consisting of TEN questions carrying TWENTY marks in all.

SECTION-A

1. Explain the concept of Technical communication. What are the various functions of communication?
2. What do you mean by the 7 C's of communication? Also mention the various barriers of communication.

SECTION-B

3. Write in detail about the different types of Paragraphs in technical writing.
4. What is the importance of Letter writing in Technical communication? What are the different types and formats of each of them?

SECTION-C

5. What are the features of a good Research paper? What are the things to keep in mind while writing a Dissertation?
6. How are List of References and Bibliography added in technical writing? What are the steps to follow while writing instruction manuals?

SECTION-D

7. What is the role of Meetings and Conferences in improving technical communication skills of candidates?
8. Write a note on the good Interview skills. What are the important things to consider while appearing for an interview?

SECTION-E

9. Write brief notes on :

- a) Elements of a Technical Report
- b) Importance of networks
- c) Newsletters
- d) Uses of E-mails
- e) External Communication functions
- f) Any two advantages of Indexing
- g) Role of Group Discussion in developing soft skills
- h) Good Resume Features
- i) Non Verbal Communication
- j) Notices

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